

## ASCPT Reimbursement Policy for Non-Member Speakers

Requests for reimbursement are processed by ASCPT within the framework of the following policy.

ASCPT staff has the responsibility of ensuring that expense reimbursement requests conform to the Society's reimbursement policy. Expenses that are inconsistent with ASCPT's expense reimbursement policy will not be reimbursed.

Expenses more than \$10 must be documented with **itemized receipts** to satisfy IRS Regulations and ASCPT auditors.

All expenses must be requested in US dollars and will be reimbursed in US dollars.

### Reimbursement of expenses will be disbursed based on the following criteria:

Invited speakers who are non-ASCPT members (domestic or international) will be reimbursed for:

- Travel **up to \$750 for domestic or \$2,000 for international**. This limit includes:
  - Coach airfare purchased 30 days in advance OR
  - Coach train fare OR
  - Mileage at **\$0.58 per mile**, tolls, and hotel parking (not to exceed **\$30 per night**)
- Two hotel nights not to exceed the ASCPT Annual Meeting conference rate at the conference hotel. Domestic speakers for the pre-conference will receive one hotel night at the ASCPT Annual Meeting conference hotel. **Hotels reserved outside of the ASCPT Annual Meeting hotel will not be reimbursed.**
- Airport parking and/or ground transportation to/from home and airport and to/from the conference hotel not to exceed **\$100 per parking or trip, inclusive of tips.**
- Meals in route on travel days and meals that are not provided by ASCPT on your speaking day(s) not to exceed **\$75 per day, inclusive of tips.** Please be advised that ASCPT usually provides breakfast and lunch on conference days.

### **ASCPT will not reimburse the following expenses:**

- Car rentals
- Rooming incidentals (i.e. internet, in-room movies, phone calls, dry-cleaning, etc.)
- Expenses incurred by a spouse or other family members
- Credit card fees and travel agent fees
- Fees associated with international travel (i.e. visas, etc.)
- Fees associated with changes to airline or train tickets

### **Guidance for International Speakers**

- International speakers with no US tax identification must submit a W8ben with their reimbursement form. Download the W8ben form [here](#).
- Wire transfers are available for international reimbursements. However, the fees (which are usually substantial for overseas transfers) will be deducted from the reimbursement amount. There will also be a substantial delay in processing the payment. In order to complete a wire transfer, you must provide ASCPT with the following information:
  - Recipient bank name, address and country
  - Recipient bank's routing code and recipient's account number
  - SWIFT Code, National ID or IBAN number of the bank where the receiving account is located
- Checks for international speakers are shipped via FedEx. Please verify your address with FedEx before entering your address on the expense form.